



news and information
for employees of the
City of Saint Paul

March 7, 2003

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City offers resources for employees facing probable lay-offs

The Office of Human Resources has been researching and developing support systems for City employees, supervisors, and managers whose positions may be scheduled for layoffs. The structural support, services, and information developed has been extensive and can provide practical and emotional support for all those affected by layoffs.

Below is an outline of the services Human Resources (HR) is providing.

Information sharing and communication supports:

Providing advice to the Mayor's Office, communicating with department and office directors, bargaining units, employees, supervisors, managers, and the City Council, has been a primary focus of the city-wide strategy. To date, Human Resources has:

- Created an "Employee Informational Packet" that lists resources and begins to answer some of their immediate questions. That informational packet will be given to City employees when they receive their lay-off notices. It is also available now on the web. See the box at right.

- Responded to daily requests from employees, supervisors, and managers regarding reorganization scenarios, Civil Service Rule applicability, and contract language interpretation.

- Held approximately ten training sessions for supervisors and managers regarding the Civil Service Rules and bargaining unit contract language that applies in a lay-off situation.

- Posted lay-off information to

HR's web site for easy access by employees and bargaining units.

Support for City employees:

Human Resources is partnering with the State's Skills Partnership Office to offer outplacement services to employees through the Dislocated Worker Program, which will include both group informational work sessions and one-on-one counseling and services. These services are quite extensive and include not only career and job counseling, but support services such as day care, training and re-training, job clubs, and more.

Work with HealthPartners continues which will allow the City to offer Employee Assistance Program

See LAYOFF RESOURCES on p. 2

An Employee Information Packet of nine documents is available on the City's intranet web site at theorb.ci.stpaul.mn.us/Dept/HR/layoff.htm.

Co-workers

- Saying Good-bye to a Co-worker
- Surviving a Layoff

Employee being laid off

- Employee Layoff Information
- Minn. Metropolitan Workforce Centers

Managers/Supervisors

- Layoff Fact Sheet
- Sample Layoff Letter
- Managing Through Change
- Pre/Post Layoff Checklist
- Rebuilding Morale

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

BLACK HISTORY MONTH continued from p. 1

services for laid-off workers as well as training for 'survivors.' Both programs are geared to help employees deal with the stress, strain, and guilt of dealing with lay-offs.

Structural support:

Human Resources established an Ad Hoc Lay-Off Task Force in early January. Task Force personnel come from the City Attorney's Office, Risk Management, Financial Services, Human Resources, and departmental representatives. They are assisting Human Resources in putting together a comprehensive City-wide strategy. As issues arise, this group serves as a sounding board and helps establish useful resources and make appropriate administrative decisions.

The Office of Human Resources has also identified and begun working with a network of department and office Lay-Off Liaisons. These are designated individuals within each City operation who can assist laid off employees with their questions and help them find the resources they may need. The information and support the liaisons need to be successful is being provided by HR. For example, the Office has developed sample letters, bumping rights forms, and provided

SPRING CLEAN-UP continued from p. 1

advice and other materials to support the liaisons.

Two HR employees, Jason Schmidt and John Shockley, have been designated to field calls from the liaisons and research any issues that arise. These two provide advice and consulting services to supervisors and managers, and field calls from City employees on a daily basis.

Human Resources has developed lists for job classifications throughout the City. These lists have been provided to the bargaining unit representatives, and staff are also available to answer questions regarding the lists.

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Human Resources' role is to support City employees at all levels of the organization during this stressful time. The Office is striving to give City employees being laid off the information they will need. HR employees have been consulting with supervisors and managers who are faced with making tough administrative decisions, and assisting policy makers as they struggle with equally tough policy decisions.

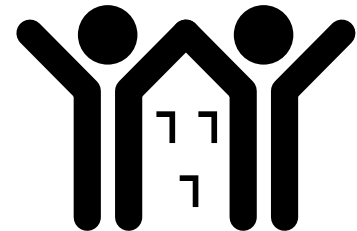
If you have questions regarding any of the above information, please feel free to contact LeeAnn Turchin at 651-266-6517.

*A word from
Mayor Kelly*

Use your skills to help us build the newest Habitat home

If you're looking for a place to make a difference in the community, look no further than Habitat for Humanity. After all, they're looking for you.

From April 8 through June 28, the City of Saint Paul will once again be teaming up with The St. Paul Companies and Minnesota Life to construct a Habitat for Humanity house-this time, a twin home-at 1315-1317 Westminister Street on Saint Paul's East Side.



This is the largest project we've ever undertaken, and dozens of volunteers will be needed to accomplish this task.

No special tools or skills are needed. All you really need is a willing spirit and a get-down-and-dirty attitude. Habitat site leaders are very good at explaining exactly what needs to be done.

So get together with your friends, family and coworkers for a fun and rewarding adventure.

Randy Kelly



Celebrate CCCU's 75th Anniversary with Great Rates!

City & County Credit Union is celebrating 75 years of service! During the month of March, we are thanking our members with special vehicle loan rates as low as:

3.75% APR for up to 3 years

4.75% APR up to 4 years

5.75% APR up to 5 years

Rate available on 1996 - current model years; new loans only.

If you're don't have your checking account with us yet, now is a great time to make the switch. We're offering 175 free checks when you open your account between March 1 and March 21, 2003.

For more information on these specials, or to apply for a loan, call our TeleCenter at 651-225-2700 or visit us online at www.cccu.com.

City & County thanks the City of St. Paul employees for their support over the years - and their ancestors for organizing our Credit Union!

City & County Credit Union is federally insured by the National Credit Union Administration.

Cops and Kids Program is a hit at Children's Hospital

On December 19th, the Saint Paul Police Dept. Santa (Officer Tim Bradley), Mrs. Claus (Officer Sylvia McPeak), and Elf (Officer Lucia Wroblewski) represented the second annual Children's Hospital Cops and Kids Program.

At 10:00 a.m. a motorcade left from Police headquarters accompanying the Claus contingent, and laden with presents for the children. Officers provided radio updates to numerous children and their families, who were waiting for them in the main lobby at Children's Hospital.

The children and families watched as the Saint Paul Police Dept. Mounted Unit led Santa and a host of police personnel into the lobby. Santa and his helpers were greeted with a large hand-painted sign reading, "Hats Off to the St. Paul Police."

Several children hugged Santa and the cops as they entered the hospital. While Santa was clearly the big hit, the kids obviously enjoyed seeing all of the police officers, too.

The project was only successful because of the efforts and generosity of SPPD employees. Here's what the Children's Hospital Cops and Kids Program did for the kids:

- Nearly \$6500 was raised
- Over 250 kids received gifts
- Over 140 special-order "Saint Paul Police Hero" T-shirts were given to ill children
- Thousands of feet of donated wrapping paper were used to wrap the gifts



Police Department employees are gathered around some of the presents and donations that amounted to nearly \$6500. In late December, they gave the gifts to 250 youngsters at Children's Hospital.

■ Special care packages (restaurant gift certificates, phone cards, movie and Science Museum of Minnesota passes) were provided to hospital social workers to give to needy families who have a child hospitalized over the Holidays

■ St. Paul Children's Hospital and Gillette Children's Hospital were each provided with needed electronics equipment (DVDs, PlayStations) to help entertain patients and their families during treatment and recuperation

■ Specific gift requests were granted to several children with terminal cancer

■ One terminally ill child (along with his siblings) received gifts at their home. His doctor remarked that even though a very short time remained, he was sure that the SPPD had made this one day better for him

■ Boxes of candy were delivered to the units at both hospitals

Many people made great efforts to make this project a success, but it could not have happened without the cash donations and many gifts that were donated. Many members of the SPPD and local businesses were very generous. They all made a difference.

The Police Department would like to thank the many volunteers who devoted countless hours to make this event such a wonderful experience for everyone.

The Cops and Kids Program committee feels that all who participated deserve to feel very proud of their success. The committee also hopes that even more people will get involved in making "one day" better for kids who are sick and demonstrating, once again, the commitment the Saint Paul Police Department has to those who need their help.

City job openings as of March 7th, 2003

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open 03/10/03	ECC Telecommunicator	\$1,417.26 bi-weekly	See Job Ann
	Sewer Services Worker	\$19.28 per hour	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after February 27th, please call our 24-hour job line, 651-266-6502.

On January 16th, 2003, Mayor Randy Kelly announced a hiring freeze for the City of Saint Paul until further notice. This applies to all positions within the City, but excludes the Saint Paul-Ramsey County Department of Public Health and RiverCentre.

Certain positions may be determined exempt for the hiring freeze; please continue to check our web site and job line to see if there are any new postings for which you might be interested.